

**POLICE CAPTAIN  
STUDY GUIDE**

A written examination for the class of **POLICE CAPTAIN** to be administered in **NATCHITOCHEs** on **JUNE 15, 2015**, will consist of approximately **112** multiple-choice questions. The examination will test your knowledge in the following subject areas:

<b>SUBJECT AREA/KNOWLEDGE</b>	<b>APPROXIMATE % OF EXAM</b>
<b>POLICE SERVICE MANAGEMENT</b>  Knowledge of the principles of effective police service management, involving management theory, planning, organizing, directing, inspecting, and evaluating departmental operations; personnel management, including applicable provisions of civil service law; financial management; and managing equipment, property, and supplies.	15.2%
<b>RECORDS/REPORTS/CORRESPONDENCE</b>  Knowledge of effective records-keeping practices, including preparation, content, format, and control; and knowledge of effective report preparation procedures, including the compilation, analysis, and organization of data into an effective written format for reports or official correspondence.	5.4%
<b>SUPERVISION</b>  Knowledge of the practices and techniques used in effective supervision in order to plan, organize, direct, and evaluate the work of subordinates; to resolve conflicts; and to maintain discipline.	13.4%
<b>PUBLIC RELATIONS/CRIME PREVENTION</b>  Knowledge of effective public relations practices which foster a positive public image of the department through contact with the media, other agencies, and the public; and of the procedures to determine target areas for crime prevention.	5.4%
<b>TRAINING</b>  Knowledge of the procedures for evaluating the training needs of the department and for developing and implementing an effective training program, including serving as an instructor.	5.4%

SUBJECT AREA/KNOWLEDGE	APPROXIMATE % OF EXAM
<b>PATROL/GENERAL LAW ENFORCEMENT</b>  Knowledge of general patrol practices and procedures including methods of patrol, defensive tactics, responding to crimes in progress, field interviews, arrest procedures, the use of firearms, emergency medical management, and laws governing these procedures.	17.0%
<b>TRAFFIC CONTROL/TRAFFIC ACCIDENT INVESTIGATION</b>  Knowledge of accepted procedures for traffic control, vehicle stop situations, and traffic accident investigations.	12.5%
<b>CRIMINAL INVESTIGATION MANAGEMENT</b>  Knowledge of accepted procedures for investigating crimes against persons or property, including identifying elements which constitute the various crimes; identification, collection, and preservation of evidence; search and seizure; interview and interrogation; and applicable laws.	13.4%
<b>SPECIAL TACTICAL OPERATIONS</b>  Knowledge of the procedures for conducting special tactical operations such as crowd control, bomb threats, hostage situations, and operations during natural disasters or catastrophic events.	5.4%
<b>JUVENILE OPERATIONS</b>  Knowledge of the laws and procedures governing the handling of juveniles and the investigation of crimes by and against juveniles including detention of juveniles, interrogation of juveniles, and situations involving abuse of juveniles.	7.1%

### REFERENCE LIST

While the entire list of reference material will be useful to you in your preparation for the upcoming examination, the **majority** of test questions are sourced from those references listed under the Primary List.

### PRIMARY REFERENCE MATERIAL

**EFFECTIVE SUPERVISORY PRACTICES/Better Results Through Teamwork**, 777 North Capitol, Washington, DC 20005, 4th ed, 2005. (NOTE: May also be obtained through LSU Firemen Training Program).

**SUPERVISION OF POLICE PERSONNEL**, Iannone N. F., Prentice - Hall, Inc.(Series in Criminal Justice), Englewood Cliffs, NJ 07632, 6th ed., 2001.

**FUNDAMENTALS OF CRIMINAL INVESTIGATION**, O'Hara, Charles E., Charles C. Thomas Publisher (Bannerstone House), 2600 South First Street, Springfield, IL 62794-9265, 7th ed., 2003.

**LOCAL GOVERNMENT POLICE MANAGEMENT**, (Municipal Management Series), International City Management Association (ICMA), 1120 G St., N.W., Washington, DC 20005, 4th ed., 2003.

**POLICE ADMINISTRATION**, Wilson, O. W. and McLauren, Roy C., McGraw-Hill Book Co., New York, N. Y., 5th ed., 1997.

**CODE OF CRIMINAL PROCEDURE**, (The Louisiana Handbook of Statutory Criminal Law and Procedure, West Publishing Company, is published annually and includes this information.), 2005.

**LOUISIANA LAW ENFORCEMENT HANDBOOK**, Louisiana District Attorneys Association, 1645 Nicholson Drive, Baton Rouge, LA 70802, Available to Law Enforcement Officers through your local District Attorney's Office, 8th ed., 2002.

**TRAFFIC COLLISION INVESTIGATION**, The Traffic Institute, Northwestern University, Evanston, IL 60204, 9th ed., 2001.

**POLICE FIELD OPERATIONS**, Adams, Thomas F., Prentice-Hall, Pearson Education, Inc., Upper Saddle River, New Jersey, 07458, 7th ed., 2007.

The local civil service board should make this study guide available to all applicants in whatever manner the board deems appropriate.

While there are no provisions requiring this office to provide study guides for any competitive or promotional examinations, such material will be provided as a service to assist applicants in preparing for an examination. The State Examiner's office has no control whatsoever over the local availability of reference material (mentioned in the study guides), nor do we feel constrained to limit examination questions to only that material which is available locally. Examination content, weighting of subject areas, and length of examination, may vary with each administration of an examination to reflect any updated job analysis information. Percentages and numerical estimations are provided as approximations.

